



U.S. BANCORP SERVICE CENTER  
P. O. Box 6343  
Fargo, ND 58125-6343

CITY OF MILPITAS

ACCOUNT NUMBER 4246-0470-0089-2890  
STATEMENT DATE 05-22-19  
TOTAL ACTIVITY \$ 634.35

000009228 01 SP 0.560 106481005035476 P

STEVEN MCHARRIS  
SENIOR MANAGEMENT  
CITYHALL-ACCOUNTS PAYABLE  
455 E. CALAVERAS BLVD.  
MILPITAS CA 95035-5411

"MEMO STATEMENT ONLY"  
DO NOT REMIT PAYMENT

RECEIVED

MAY 29 2019

ACCOUNTING SERVICES

RECEIVED

JUN 27 2019

ACCOUNTS PAYABLE

We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business and payment is authorized.

Cardholder

Date

Approver

Date

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
04-29	04-25	SOUTHWES 5262469307047 800-435-9792 TX MCHARRIS/STEVEN GDBRARTURE: 09-02-19 SJC WN M BNA WN S SJC	24692169116100191133896 100-111-4503	3066	388.96
05-15	05-14	SQ *SEA LINK CAFE MILPITAS CA PUR ID: 00011529215085675 TAX: 0.00	24692169134100892766232 100-111-4506	5814	201.83
05-16	05-14	SAFEWAY #1879 MILPITAS CA PUR ID: 01700012 TAX: 0.00	24431069135975017000121 100-111-4506	5411	43.56

ENTERED

19-17322 JUN 28 2019

ACCOUNTS PAYABLE

Default Accounting Code:

CUSTOMER SERVICE CALL  
800-344-5696

ACCOUNT NUMBER

4246-0470-0089-2890

ACCOUNT SUMMARY

PREVIOUS BALANCE \$ .00

STATEMENT DATE 05-22-19  
DISPUTED AMOUNT \$ .00

PURCHASES &  
OTHER CHARGES \$634.35

SEND BILLING INQUIRIES TO:

C/O U.S. BANCORP SERVICE CENTER, INC  
U.S. BANK NATIONAL ASSOCIATION  
P.O. BOX 6335  
FARGO, ND 58125-6335

AMOUNT DUE

\$ 0.00

DO NOT REMIT

CASH ADVANCES \$ .00

CASH ADVANCE FEE \$ .00

CREDITS \$ .00

TOTAL ACTIVITY \$634.35

## #2890 - Steve McHarris

**May-19**[illegible]

#1

Here's your itinerary and other important travel information.  
[View our mobile site](#) | [View in browser](#)

**Southwest**[Manage Flight](#) | [Flight Status](#) | [My Account](#)**Hi Steven George,**

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

**SEPTEMBER 2 - SEPTEMBER 7****SJC ✈ BNA**

San Jose, CA to Nashville

**Confirmation # J7A8ZY**

Confirmation date: 04/25/2019

<b>PASSENGER</b>	<b>Steven George Mcharris</b>
<b>RAPID REWARDS #</b>	<a href="#">Join</a> or <a href="#">Log in</a>
<b>TICKET #</b>	5262469307047
<b>EXPIRATION<sup>1</sup></b>	April 24, 2020
<b>EST. POINTS EARNED</b>	2,012

Rapid Rewards® points are only estimations.

## Your itinerary

**Flight 1:** Monday, 09/02/2019 Est. Travel Time: 4h 15m [Wanna Get Away®](#)

<b>FLIGHT # 1587</b>	<b>DEPARTS</b> <b>SJC 09:50AM</b> San Jose, CA	<b>ARRIVES</b> <b>BNA 04:05PM</b> Nashville
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**Flight 2:** Saturday, 09/07/2019 Est. Travel Time: 4h 40m [Wanna Get Away®](#)

<b>FLIGHT # 4604</b>	<b>DEPARTS</b> <b>BNA 02:50PM</b> Nashville	<b>ARRIVES</b> <b>SJC 05:30PM</b> San Jose, CA
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## Payment information

## Total cost

### Air - J7A8ZY

Base Fare	\$	335.22
U.S. Transportation Tax	\$	25.14
U.S. 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	\$	8.40
U.S. Passenger Facility Chg	\$	9.00
<b>Total</b>	<b>\$</b>	<b>388.96</b>

## Payment

Visa ending in 2890

Date: April 25, 2019

**Payment Amount: \$388.96**

Fare Rules: If you decide to make a change to your current itinerary it may result in a fare increase. In the case you're left with travel funds from this confirmation number, you're in luck! We're happy to let you use them towards a future flight for the individual named on the ticket, as long as the new travel is completed by the expiration date.

Your ticket number: 5262469307047

## Prepare for takeoff



**24 hours** before your departure:

Check-in on Southwest.com® or using the Southwest Mobile App. Use your mobile device and receive a mobile boarding pass.



**30 minutes** before your departure:

Arrive at the gate prepared to board.



**10 minutes** before your departure:

This is the last opportunity to board your flight if you are present in the gate area and have met all check-in requirements.

**If you do not plan to travel on your flight:** Things happen, we understand! Please let us know at least 10 minutes prior to your flight's scheduled departure if you won't be traveling. If you don't notify us, you may be subject to our No Show Policy.

[See more travel tips](#)

## Don't miss out on automatic check-in


EarlyBird Check-In® reserves your boarding position at 36 hours before your flight, earlier than regular check-in.

[Get it now >](#)



**Save up to 30%**

and earn up to 2,400 Rapid Rewards® points  
with Budget® on your trip.

 **Budget**

[Book car >](#)

# CITY OF MILPITAS TRAVEL AND EXPENSE REQUEST

Please note additional information on reverse side.

Name <b>Steven McHarris</b>		Department <b>City Manager</b>	
Conference Title <b>2019 Silicon Valley Organization (SVO) Study Mission Program: Nashville, TN</b>			
Location <b>Nashville, TN</b>			
Start Date <b>09/03/19</b>	End Date <b>09/06/19</b>	Mode of Transportation (check one): <input checked="" type="checkbox"/> Air <input type="checkbox"/> Private Vehicle <input type="checkbox"/> City Vehicle <input type="checkbox"/> Other	
Departure Date	Return Date	for Finance use only:	
<b>Transportation</b>		Budget Account Number: <b>100-111-4503</b>	
<input checked="" type="checkbox"/> Charged to:		<b>CALCard #2890 - McHarris (May Statement)</b>	
<input type="checkbox"/> Make Check Payable to:			
check one: <input type="checkbox"/> mail check <input type="checkbox"/> return check to requester <input type="checkbox"/> authorization only			
Date Needed: _____		Amount: <b>\$388.96</b>	
<input type="checkbox"/> Will submit for reimbursement on return		<input type="checkbox"/> Substantiation Received	
<b>Lodging</b>		Budget Account Number: _____	
<input type="checkbox"/> Charged to:		<b>lodging cost included in registration cost</b>	
<input type="checkbox"/> Make Check Payable to:			
check one: <input type="checkbox"/> mail check <input type="checkbox"/> return check to requester <input type="checkbox"/> authorization only			
Date Needed: _____		Amount: \$ _____	
<input type="checkbox"/> Will submit for reimbursement on return		<input type="checkbox"/> Substantiation Received	
<b>Registration</b>		Budget Account Number: <b>100-111-4503</b>	
<input checked="" type="checkbox"/> Charged to:		<b>CALCard #4518(6935) - (April Statement)</b>	
<input type="checkbox"/> Make Check Payable to:			
check one: <input type="checkbox"/> mail check <input type="checkbox"/> return check to requester <input type="checkbox"/> authorization only			
Date Needed: _____		Amount: <b>\$2,500.00</b>	
<input type="checkbox"/> Will submit for reimbursement on return		<input type="checkbox"/> Substantiation Received	
<b>Per Diem</b> (use current IRS publication)		Budget Account Number: _____	
_____ Days @ \$ _____ per day = \$0		Total Per Diem: \$ 0.00	
-Meals/Inc. _____		Date Needed: _____	
<b>Total Request: \$ 2,888.96</b>			
Employee	Deputy City Manager Steven McHarris <i>Steven McHarris</i>		Date <b>5/29/19</b>
Supervisor	_____		Date _____
Department Head or other approving official	Assistant City Manager Ashwini Kantak <i>Ashwini Kantak</i>		Date <b>6/04/19</b>

White copies: Payables

Make a copy for your records: Requester

97231\_S

#2

37 S. Main St.  
Milpitas, CA 95035  
(08) 472 3345

May 14, 201  
11:25 AM

ticket: CITY HALL MILPITAS Visa 289  
authorization 091572  
receipt E12v

ubana x 4 (\$10.99 each)	\$43.
Portobello x 3 (\$10.99 each)	\$32
Pango Turkey x 3 (\$9.99 each)	\$29
Mexicana x 3 (\$10.99 each)	\$32
Gourmet Chicken x 2 (\$10.99 each)	\$21
Veggie Panini x 2 (\$9.99 each)	\$19

Subtotal	\$18
Sales Tax	\$15.00
Tip	\$5.00

Total	\$201.83
sa 2890 (Swipe)	\$201.83
even Mcharris	

**CITY OF MILPITAS**  
**Monthly Credit Card Event Detail**

This form is to be completed by cardholder whenever a Credit Card Statement is submitted for approval that contains food and beverage purchases for a City sponsored event, meeting, luncheon, dinner, etc. The form must be filled out in its entirety and attached to the cardholder statement prior to submitting to Accounts Payable. Attach event, meeting, luncheon, dinner, etc. receipts directly to this form and then this form to the Credit Card Statement.

Cardholder Name: Steven McHarris  
 Department: Deputy City Manager  
 Last 4 Digits of Credit Card: 2890  
 Event Date: 05/14/2019  
 Total Event Cost: \$ 201.83

Purpose/Description of Event, Meeting, Luncheon, Dinner, Etc.: Sea Link Cafe for  
ELT Meeting from 11am to 1:30pm

***Attendees List***

Name	Agency	Title	Department
CMO Execs	Milpitas	CM, ACM, DCM, PIO	CMO
Dept Heads	Milpitas	various	various

***Attach additional sheets if necessary for Attendees over Twenty (20). If attendee names are not known due to nature of event, please provide a general description of attendees.***

# AGENDA

## Executive Leadership Team Weekly Meeting

### GENERAL BUSINESS:

**Date:** 05/14/2019

**Time:** 11:00am to 1:30pm

**Location:** Milpitas City Hall, 4<sup>th</sup> floor conference room

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**Attendees:** City Manager Office Executives      All Department Heads  
City Attorney

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**Meeting materials:** Budget Study Session slides

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1. May 15 Special Meeting – Budget / CIP Study Session
  - a. Denny Weisgerber Community Room at 6pm
  - b. Dinner at 5pm – in the kitchen (will be set up with tables/chairs)
2. Delegation of Authority related to City Business Travel
3. Employee Recognition Event
4. Upcoming Meetings / Agendas
  - a. May 21 Regular Meeting
  - b. June 4 Regular Meeting
  - c. Advance Agenda
5. Community / City Events and Meetings:

Tuesday – Thursday 5/14-5/16; 5/21-5/23	All day	Office 365 Citywide training	Committee Conference Room
Wednesday, 5/15	11:00am	Public Safety Appreciation & Exemplary Citizen Day	Cesar Chavez Plaza
Wednesday, 5/15	6:00pm	Special Meeting: Budget Study Session & CIP	Senior Center Community Room
Saturday, 5/18	10am – 4pm	MUSD hosts Milpitas Elementary Olympics	MHS football field
Monday, 5/20	7:00pm	City Commission: STIC	Committee Conference Room
Tuesday, 5/21	6:00pm	Regular Council Meeting	Council Chambers
Wednesday, 5/22	7:00pm	City Commission: Planning	Council Chambers
Thursday, 5/23	11:30am	Public Works Week Event	City Hall parking lot
<b>Monday, 5/27</b>	<b>9am</b>	<b>Memorial Day Ceremony</b>	<b>Veterans Plaza</b>
Tuesday, 5/28	7:00pm	City Commission: Arts	Committee Conference Room
Wednesday, 5/29	6pm	Housing Workshop	Committee Conference Room

6. Department Heads discussion & Wrap Up



# 3



Store 1879 Dir Dave Purvis  
 ain:(408) 262-9850 Rx:(408) 262-98  
 555 E Calaveras Blvd.  
 MILPITAS CA 95035

## GROCERY

MINUTE MAID	1.67
CRV SFTDK SNCL NTX	0.10
Regular Price	1.99
Card Savings	0.32-
FRITO LAY FLAVOR	7.49
Regular Price	8.29
Card Savings	0.80-
18CT FLAVOR MIX	7.49
Regular Price	8.29
Card Savings	0.80-
COCA COLA CLASSIC	1.67 B
CRV SFTDK SNCL TAX	0.10 B
Regular Price	1.99
Card Savings	0.32-
DIET COKE CONTOUR	1.67 B
CRV SFTDK SNCL TAX	0.10 B
Regular Price	1.99
Card Savings	0.32-
SPRITE SODA	1.67 B
CRV SFTDK SNCL TAX	0.10 B
Regular Price	1.99
Card Savings	0.32-
6 QTY SPRKLNG CR	15.00 B
CRV SFTDK SNCL TAX	0.30 B
Regular Price	16.74
Card Savings	1.74-

## REFRIG/FROZEN

REFRESHE ICE PRM	3.99 B
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TAX	2.21
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**** BALANCE	43.56
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Credit Purchase 05/11/15 11:44

CARD # \*\*\*\*\*2890

EF: 21001700012 ALTH: 00073818

PAYMENT AMOUNT	43.56
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AL VISA CREDIT

ATD 00000000000000000000

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Cardholder Name:	Steven McHarris
Department:	Deputy City Manager
Last 4 Digits of Credit Card:	2890
Event Date:	05/14/2019
Total Event Cost:	\$ 43.56

Purpose/Description of Event, Meeting, Luncheon, Dinner, Etc.:	Safeway for
ELT Meeting from 11am to 1:30pm	

### ***Attendees List***

[illegible]

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